

City Council Work Session

Tuesday, June 19, 2012

6:00 p.m.

City Council Chambers – Rouss City Hall

AGENDA

Call to Order

Items for Discussion:

Presentation: Downtown Focus Group – Karen Helm (pages 3-14)

R-2012-43: Resolution – Authorization to apply for \$6,000 in recycling grant funds through the Virginia Department of Environmental Quality – Perry Eisenach (pages 15-18)

Discussion: Proposed Terms for New Water Agreement with Middletown – Perry Eisenach (pages 19-21)

R-2012-45: Resolution – Authorize negotiations with vendors relating to the construction of a radio tower to support radio communications – Lynn Miller (pages 22-26)

R-2012-46: Resolution – Authorize City Manager to initiate discussion with the Winchester School Board and Handley Trust relating to the acquisition of land for the erection of a communication tower – Lynn Miller (pages 27-29)

R-2012-47: Resolution – Authorize City Manager to execute a contract with Motorola Solutions for the purchase and installation of a radio communications system – Lynn Miller (pages 30-31)

Executive Session: MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR PROBABLE LITIGATION AND PURSUANT TO §2.2-3711(A)(3) FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF THE SUBJECT OF THE ACQUISITION AND DISPOSITION OF AN INTEREST IN REAL PROPERTY FOR A PUBLIC PURPOSE WHERE BARGAINING IS INVOLVED, AND WHERE IF MADE PUBLIC, THE BARGAINING POSITION OR FINANCIAL INTEREST OF THE CITY WOULD BE ADVERSELY AFFECTED.

Report of Liaisons

Submitted Written Reports

Police Department (page 32)

Fire & Rescue Department (page 33)

Adjourn

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: June 19, 2012 CUT OFF DATE:

RESOLUTION ____ ORDINANCE ____ PUBLIC HEARING ____

ITEM TITLE: A staff presentation of the culmination of comments during the January 17, 2012 work session for recommendations into a downtown action plan working document.

STAFF RECOMMENDATION: Attached

PUBLIC NOTICE AND HEARING: NA

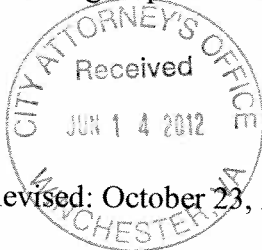
ADVISORY BOARD RECOMMENDATION:

FUNDING DATA:

INSURANCE: NA

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Public Services	FE		6/14/12
2. Police Dept	Q		6/14/12
3. Planning	TX		6/14/12
4. Zoning	AKG		6/14/12
5. EDA	JW		6/14/12
6. WPA	ABA		6/14/12
7. Finance	TD		6/14/12
8. City Attorney	AN		6/14/2012
9. City Manager	ST		6-14-12
10. Clerk of Council			
Initiating Department Director's Signature: Karen B. Helm			6/14/12 Date



Revised: October 23, 2009



APPROVED AS TO FORM:


6/14/2012
CITY ATTORNEY

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 722-7576
FAX: (540) 722-7570
Website: www.winchesterva.gov

AGENDA ITEM MEMORANDUM

Date: Council Work Session – June 19, 2012

Subject: A staff presentation of the culmination of comments during the January 17, 2012 work session into recommendations for a downtown action plan working document.

Background:

At its January 17, 2012 regular work session, Winchester City Council met with members of the Economic Development Authority, Old Town Development Board, Parking Authority, and Planning Commission to focus on reaching one of Council's goals, "Make the downtown the "IT SPOT IN VIRGINIA" – increase residency and decrease vacancy." In a round-table format, each participant visited one of the "Vision" areas and provided their thoughts on desired outcomes (5 years), projects for next steps (12-24 months), and measurements of success.

Staff met several times to synthesizing these ideas into a workable plan for action. The attached working document is the staff recommendation for a downtown action plan as presented to City Council at the June 19, 2012 Work Session.

Current Situation:

The purpose of the January 17, 2012 work session was to generate ideas, objectives and inputs for the development of a strategic plan guiding the City's efforts related to downtown. While no decisions were expected at the meeting, the session was designed to generate sufficient information for City staff to develop an action based plan containing measureable strategies and objectives for Council's consideration at a later date.

Recommendation:

Staff is presenting for Council's consideration.

Fiscal and Policy Implications:

Some projects or action items will require funding.

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."



VISION PLAN: City Council Goal to “Make the downtown the “IT SPOT IN VIRGINIA” – increase residency and decrease vacancy.”

Background:

At its January 17, 2012 regular work session, Winchester City Council met with members of the Economic Development Authority, Old Town Development Board, Parking Authority, and Planning Commission to focus on reaching one of Council’s goals, “Make the downtown the “IT SPOT IN VIRGINIA” – increase residency and decrease vacancy.” In a round-table format, each participant visited one of the “Vision” areas and provided their thoughts on desired outcomes (5 years), projects for next steps (12-24 months), and measurements of success. Staff met several times to synthesizing these ideas into a workable plan for action. The following working document is the staff recommendation for a downtown action plan as presented to City Council at the June 19, 2012 Work Session.

Process: Working Document

Vision Areas:

1. Appearance, Feel and Safety with Infrastructure and the Built Environment
2. Branding, Marketing and Attractions
3. Events, Activities, Arts and Entertainment
4. Diversity of Uses (Housing, Office, Retail, Entertainment)

Action Plans:

1. Goals and Objectives
 - Short-Term Goals and Objectives (12-24 months)
2. Tasks and Milestones
 - What ideas are do-able in timeframes
 - What are the steps in accomplishing
 - What are the deadlines
 - What is currently underway
3. Budget
 - What are the costs and appropriate budget
4. Roles and Responsibilities
 - Who will be responsible for each task/milestone
5. Measurement
 - How will we measure our success
6. Stakeholders
 - Who needs to be part of the process
 - Who needs to be kept informed
7. Communication and Reporting
 - How will we inform the media
 - How will we communicate with Council and all stakeholders

1. ACTION PLAN: Appearance, Feel and Safety with Infrastructure and the Built Environment

Goals: Advance Old Town as attractive, safe environment for living, working and recreating.

Objectives:

- a. Increase Old Town attractiveness.
- b. Ensure Old Town safety.
- c. Preserve downtown’s historic environment.
- d. Enhance pedestrian connections and amenities.

Tasks: steps to take over next 12-24 months

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Complete the Indian Alley Project – 2012 <ul style="list-style-type: none"> o improved lighting, add sidewalks/landscape 	Public Services	\$1 million	Start August 2012 – Complete September 2012	
<input type="checkbox"/> Complete the Pedestrian Mall Project – 2013 <ul style="list-style-type: none"> o Infrastructure Improvements, including pedestrian level lighting, landscaping o Amenities: public restroom, new water features, gateway features 	Public Services OTDB Director	\$6.6 million	Start January 2013 – Complete April 2013.	
<input type="checkbox"/> Renovate the Old Taylor Hotel building and pavilion	EDA Director	Phase 1: \$1.6m Phase 2: \$2m	Start July 2012 – Complete June 2013	
<input type="checkbox"/> Expand/new green space areas <ul style="list-style-type: none"> o Wash. Square Park: current JJC Parking Lot o Old Taylor Hotel pavilion 	City Manager EDA Director Private Sector	—	<ul style="list-style-type: none"> o WSP: Discussions underway with private o Taylor: July 2012-June 13 	
<input type="checkbox"/> Complete the Green Circle Trail <ul style="list-style-type: none"> o Town Run Linear: Pall Mall St to Cecil/Kent St o Old Town: Cecil/Kent to Amherst 	Parks & Rec Dir Planning Public Services GC Advisory Comm.	<ul style="list-style-type: none"> o Town Run: \$1m o OT: TBD 	<ul style="list-style-type: none"> o Town Run: Start Mar 2013 – Complete Sept 2013 o Old Town: TBD 	

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Complete \$1 million repairs to parking garages	Parking Authority	\$1 million	<ul style="list-style-type: none"> Projections presented to Council Feb 24, 2012. Blue Ridge Design has completed the condition assessments/priorities in 5 years. 	Projections indicate starting renovations in FY15 with potential city support of \$290,000 per year over a three year period through the Business Development Grant expiring FY15.
<input type="checkbox"/> Develop Public Art policies/guidelines	Zoning OTDB Director	—	New Initiative/planning stage	
<input type="checkbox"/> Improved public transportation system <ul style="list-style-type: none"> Increased frequency – quicker service Downtown trolley route 	Public Services Transit	—	<ul style="list-style-type: none"> Frequency: Long Range Transit Development Plan, presented to Council 2011 Downtown Trolley Route: proposed as new item for FY13 but not accepted 	<ul style="list-style-type: none"> 6 new FTE’s, 3 new buses (essentially double budget) \$25,000 – operating APR-OCT, Tues-Sun
<input type="checkbox"/> Eliminate blighted properties downtown (commercial and residential) <ul style="list-style-type: none"> Identify blighted properties Prepare blight abatement plan 	EDA Director Zoning Code Enforcement	—	Ongoing	
<input type="checkbox"/> Public Safety <ul style="list-style-type: none"> Add security cameras Walking/biking patrols at night and weekends Report activities quarterly to City Manager Staff reports to OTDB 	Police OTDB Director	—	<ul style="list-style-type: none"> Cameras: conduit added as part of Mall construct. Cameras added as budget allows Night patrols: ongoing priority Activity reports: ongoing 	

Vision Plan: City Council Goal to “Make the downtown the “IT SPOT IN VIRGINIA” – increase residency and decrease vacancy.”

Presentation to City Council Work Session

page 4 of 10
June 19, 2012

Desired Outcomes (5 Years)

- ☐ Complete redesign of Old Town Mall
- ☐ Ensure a safe feeling all hours day/night
- ☐ Develop trolley – tourism routes, (including MSV, PCHH, Museums, downtown)
- ☐ Add additional green space/pocket parks
- ☐ Develop bicycles routes/accommodations

Success Measures

- ☐ Measure peoples perception of safety
- ☐ Increase pedestrian traffic
- ☐ Increase tax revenue
- ☐ Keep crime numbers low (we need to emphasize the positives that we have i.e. that we have cameras downtown and in parking garages)
- ☐ Visitor Satisfaction Surveys

2. ACTION PLAN: Branding, Marketing and Attractions

Goals: Define downtown brand within marketplace of competing communities.

Objectives:

- a. Promote mixed use – live, work and play.
- b. Be competitive as a cool city.
- c. Attract travelling public, neighborhood residents and entire community to patron downtown
- d. Be the landmark identity for entire community – connect with city logo/brand

Tasks: steps to take over next 12-24 months

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Define brand– develop RFP to engage consultant.	OTDB Director	—	Develop RFP July 2012	
<input type="checkbox"/> Develop market strategy to: <ul style="list-style-type: none"> ○ Increase population with disposable income ○ Actively recruit businesses to locate downtown, ie, retail/restaurant first floor occupancy ○ Encourage development of space(s) to be consistent with downtown vision to increase fully utilized upper-story housing and offices 	OTDB Director EDA Director	—	Develop RFP July 2012	
<input type="checkbox"/> Open Old Town Welcome Center	EDA Director OTDB Director	—	Start July 2012 – Complete July 2013	
<input type="checkbox"/> Contact VDOT to arrange for I-81 historic maker signage	OTDB Director Tourism	—	August 2012	Sign maintenance will be a annual budget item

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Enhance city cable TV program & website – by promoting events and coverage of real time virtual tours and events	Public Info Office	—	TBD	
<input type="checkbox"/> Jointly promote attractions and events	OTDB Director Tourism Private Sector Partners	—	On-going	

What are desired outcomes (5 years)?

- ☐ Development of cohesive brand with national appeal
- ☐ Develop and implement a variety of marketing plans/strategy – tourists, entrepreneurs, residents
- ☐ Market with strategic partners (tourism)
- ☐ Attract a diverse population (spending power)
- ☐ Increase in retail/restaurant for first floor occupancy
- ☐ Create venue for theatre/live performing, small and large group capacity, movies et al
- ☐ Retirees moving here – ½ point to New York from FLA
- ☐ 2011 – recognition of recent accolades “best place to retire and live”
- ☐ Locals- friend campaign, tell people about your experience downtown, enjoyed and taxis are available downtown
- ☐ Increase feel of college town
- ☐ Buy Local programs

How will we measure success?

- ☐ Increase number of residents
- ☐ Increase number of events
- ☐ Increase number/rate of occupancy of retail/restaurant
- ☐ Increase number of out of town visitors
- ☐ Increase tax base
- ☐ Increase hotel occupancy rates (downtown plus surrounding city/county)
- ☐ Improve citizen satisfaction (survey)

3. ACTION PLAN: Events, Activities, Arts, and Entertainment

Goals: Old Town Winchester to be the center of events, activities, arts and entertainment.

Objectives:

- a. Develop special event venues.
- b. Host a full schedule of diverse events and activities.

Tasks: steps to take over next 12-24 months

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Implement Events Coordinator Contract –to provide unified and consistent events	City Manager EDA Director OTDB Director Parks & Rec Dir	—	New Initiative	
<input type="checkbox"/> Permit and host new events at new large out-door venues: Wash. Square Park and Old Taylor Hotel pavilion	OTDB Director Private Sector Partners	—	TBD	
<input type="checkbox"/> Encourage other organizations to host quality events, i.e., SU, SAC, Bluemont, Magic Lantern.	OTDB Director	—	On-going	

Desired Outcomes (5 years)

- ☐ Apple Blossom Festival – position to advantage of downtown
- ☐ Old Taylor Hotel as an events venue
- ☐ Indoor/Outdoor, year-round venue for large events
- ☐ Coordinated events calendar
- ☐ Full 12-month calendar of events
- ☐ Designated venue for regular alcoholic events
- ☐ Streamlined permit approval process

Vision Plan: City Council Goal to “Make the downtown the “IT SPOT IN VIRGINIA” – increase residency and decrease vacancy.”

Presentation to City Council Work Session

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June 19, 2012

- ☐ Youth events
- ☐ Develop fun, safe and accessible events, ie Movies on the Mall, Bluemont
- ☐ Wine festival and beer festival (separate from SABF)
- ☐ Religious events (multi-denominational), engage area church communities
- ☐ Regular events with SU
- ☐ Centralized ‘busking’ –street performers

Success Measures

- ☐ Have opened new venues: Washington Square Park and Old Taylor Hotel pavilion
- ☐ Increased number of events
- ☐ Increased number of attendees
- ☐ Increase downtown business revenue
- ☐ Increase foot traffic on mall (number of people)

4. ACTION PLAN: Diversity of Uses (Housing, Office, Retail, Entertainment)

Goals: Promote a diversity of sustainable land uses and activity of high quality that supports the vision of downtown.

Objectives:

- a. Create opportunities for development projects.
- b. Increase adapting existing buildings to attract preferred uses.
- c. Increase downtown livability to target residential market of empty nesters, young professionals, and college students.
- d. 24/7 downtown

Tasks: steps to take over next 12-24 months

Task:	Responsibility	Budget	Status	Comments
<input type="checkbox"/> Market and promote EDA Façade Loan Improvement Program	EDA Director OTDB Director	—	On-going	
<input type="checkbox"/> Establish Arts District and accompanying incentives to stimulate arts and cultural activities	EDA Director OTDB Director	—	TBD	
<input type="checkbox"/> Market and promote EDA Revolving Loan Program	EDA Director OTDB Director	—	On-going	
<input type="checkbox"/> Revisit Zoning Ordinances to address over utilization of non-retail/restaurant first floor uses	EDA Director OTDB Director Planning Zoning	—	TBD	
<input type="checkbox"/> Stimulate housing development for desired population	EDA Director	—	On-going	
<input type="checkbox"/> Acquire sites for public/private development	EDA Director	—	On-going	

Outcomes 5-year

- ☐ Maximize uses of properties
- ☐ Increase upper-story housing units and offices
- ☐ Finding right mix of uses based on demand
- ☐ Reduce vacancy
- ☐ Establish as an arts center
- ☐ Find a balance between nightclubs and living
- ☐ Fine tune conditional use permits for compatibility with residential living

Measures

- ☐ Reduced vacancy rates by use type
- ☐ More young professional and empty-nester living downtown
- ☐ More people downtown 24/7
- ☐ Increased sales tax and meals tax
- ☐ Measure property tax receipts
- ☐ Tract demographic changes by neighborhood census tracts
- ☐ Increased number of diversity of uses
- ☐ Reduce the number of social services delivered downtown

END

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: June 19, 2012 CUT OFF DATE: _____

RESOLUTION X ORDINANCE __ PUBLIC HEARING __

ITEM TITLE: Recycling Grant Application to Virginia Department of Environmental Quality**STAFF RECOMMENDATION:** Approval of resolution.**PUBLIC NOTICE AND HEARING:** NA**ADVISORY BOARD RECOMMENDATION:** NA**FUNDING DATA:** See attached.**INSURANCE:** NA

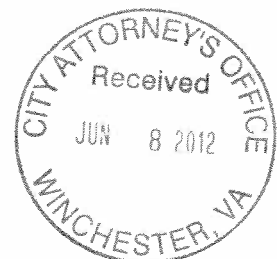
The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Finance	<u>DS</u>		<u>6/8/12</u>
2. City Attorney	<u>AW</u>		<u>6/11/2012</u>
3. City Manager	<u>DI</u>		<u>6-12-12</u>
4. Clerk of Council	<u>BC</u>		
Initiating Department Director's Signature:	<u>[Signature]</u>		<u>6/8/12</u> Date



APPROVED AS TO FORM:

CITY ATTORNEY





THE COMMON COUNCIL

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782
www.winchesterva.gov

RESOLUTION

APPROVE A REQUEST TO APPLY FOR A VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY RECYCLING GRANT

WHEREAS, grant funds are available from the Virginia Department of Environmental Quality to assist localities with recycling programs; and

WHEREAS, the City of Winchester has developed a very successful recycling program; and

WHEREAS, the grant funds from this program would assist the City with its efforts to increase recycling within the community.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Winchester Common Council hereby authorizes City staff to submit an application for \$6,000 in recycling grant funds through the Virginia Department of Environmental Quality.

Resolution No.

ADOPTED by the Common Council of the City of Winchester on the 10th day of July, 2012.

Witness my hand and the seal of the City of Winchester, Virginia.

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 662-3351
TDD: (540) 722-0782
Website: www.winchesterva.gov

AGENDA ITEM MEMORANDUM

Date: Work session – June 19, 2012

Subject: Recycling Grant Application to Virginia Department of Environmental Quality

Background and Current Situation:

Grant funds are available from the Virginia Department of Environmental Quality to assist localities with recycling programs. The Public Services Department is requesting approval from City Council to submit an application for \$6,000 which would be used primarily to purchase new recycling bins for residents. No City matching funds are required and the City has received funds from this program in previous years.

Recommendation:

Staff recommends approval of the resolution.

Fiscal and Policy Implications:

The City has developed a very successful recycling program and this grant will help further the City's efforts. No City funds are required for this grant.

FY 2013 APPLICATION AND CONTRACT FOR A VIRGINIA LITTER PREVENTION AND RECYCLING GRANT

Deadline for application: June 30, 2012
Grant Period: July 1, 2012 through June 30, 2013

Are you applying as a single locality? Yes or No (If yes, fill in ONLY your local government name on the line for The Primary Agency)

Are you applying as a co-op? Yes or No (If yes, fill in your agency as the primary agency and the localities that you are representing in addition to your own on the "Localities of" line)

The Primary Agency City of Winchester

The Localities of _____

The Agency is applying for FY 2013 grant funding and agrees to use these grant funds to perform the litter prevention and recycling activities listed below: (Note: for an agency to qualify, a minimum of *two* items must be selected.)

Yes	No	Planning & Organization	Yes	No	Adopt-A Programs (List)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adopt-A-Street
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Youth Education			
<input type="checkbox"/>	<input type="checkbox"/>	Cleanups			Other (List)
<input type="checkbox"/>	<input type="checkbox"/>	Law Enforcement			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Communication			

I certify that the above information is correct and agree to the terms and conditions contained herein and in the Guidelines for this grant program. For Co-op applications, I certify that a written agreement between the Coordinating Agency and each participating locality is on file.

Name of Organization: City of Winchester

Name of Authorized Official: Dale Iman diman@ci.winchester.va.us
(Please print) Email Address

Circle correct title: (County Administrator, **City Manager**, Town Manager or Coordinating Agency's Executive Director)

Signature: _____ Date: _____
Address: 15 N Cameron St. FIN# 54-6001683
Winchester VA 22601 FIPS# 804
Phone: (540) 667-1815 ext. 1401

As long grant funds are committed by June 30, they can be reported as committed funds (outstanding invoices) on your accounting report as having been spent. Unspent funds will be deducted from the locality's FY 2012 – 2013 grant.

INFORMATION BELOW IS FOR DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ Date: _____

**DEQ
USE
ONLY**

TRANS	AGENCY	FUND FUND DET	FFY	PROGRAM PROG SUB ELE	OBJECT	AMOUNT	COST CODE
325	440	0925	2013	515 09 00	1451		
INVOICE NUMBER			PROJECT CODE 90024		DESCRIPTION		
GRANTS				LITTER PREVENTION AND RECYCLING			

Mail to: DEQ, Litter and Recycling Grant, 629 East Main Street, Richmond, VA 23219 by June 30, 2012

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: June 19, 2012 CUT OFF DATE: _____

RESOLUTION ___ ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Proposed Terms for New Water Agreement with Middletown

STAFF RECOMMENDATION: See attached.

PUBLIC NOTICE AND HEARING: NA

ADVISORY BOARD RECOMMENDATION: NA

FUNDING DATA: See attached.

INSURANCE: NA

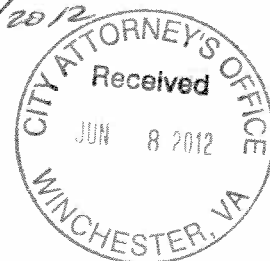
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1. Finance	<u>MB</u>	_____	<u>6/8/12</u>
2. City Attorney	<u>AW</u>	_____	<u>6/11/2012</u>
3. City Manager	<u>DI</u>	_____	<u>6-12-12</u>
4. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature:	<u>BCI</u>	_____	<u>6/8/12</u> Date



APPROVED AS TO FORM:

6/11/2012
CITY ATTORNEY



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 662-3351
TDD: (540) 722-0782
Website: www.winchesterva.gov

AGENDA ITEM MEMORANDUM

Date: Work session – June 19, 2012

Subject: New Water Supply Agreement with Middletown

Background and Current Situation:

Last September, the City received a request from Middletown to develop a new water supply agreement that would increase the maximum volume of water they can purchase from the City from the existing 235,000 gallons/day maximum to 500,000 gallons/day. Over the past several months, City staff has met with representatives from Middletown on multiple occasions in an effort to develop proposed terms for a new water supply agreement.

The attached sheet summarizes the proposed terms that have been developed for a new agreement with Middletown. The Public Services Department feels that these terms are appropriate and beneficial for both the City and Middletown.

Recommendation:

Public Services is requesting that City Council provide consensus and direction to City staff to develop a formal written agreement with the terms presented herein to bring back to City Council for consideration and formal approval. No formal action from Council is required at this time.

Fiscal and Policy Implications:

The current agreement with Middletown generates approximately \$370,000 per year in water sales.

City of Winchester – Town of Middletown
Proposed Water Agreement Terms
6/8/12

	Current Agreement	Proposed New Agreement
Term	<ul style="list-style-type: none"> Signed in 1989. No ending date specified. City must give Town 5 years notice of termination. Town must give City 6 months notice of termination. 	<ul style="list-style-type: none"> 30-year Agreement Renewal Options City must give Town 5 years notice of termination. Town must give City 2 years notice of termination.
Water Volume	<ul style="list-style-type: none"> 235,000 gpd average day 350,000 gpd peak day 	<p>Increase volume to:</p> <ul style="list-style-type: none"> 360,000 gpd (2012) 500,000 gpd (2022) <p>Volumes are maximum daily usage.</p>
Water Rate (current)	\$5.35/1,000 gallons	<p>\$5.35/1,000 gallons</p> <p>Minimum purchase of 150,000 gallons per day – calculated on an the annual average daily usage – Minimum volume increases 2,500 gallons/day per year over the term of the agreement.</p>
Rate Increases	<ul style="list-style-type: none"> Same percentage as for other City water customers. City can charge additional rate increase with 180 day written notice. 	Same percentage as for other City water customers.

R-2012-45

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 6/9.2012_ **CUT OFF DATE:** 6.13.2012

RESOLUTION X **ORDINANCE** **PUBLIC HEARING**

ITEM TITLE: Radio Tower, Vendor Negotiations

STAFF RECOMMENDATION: See Attached

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE:

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

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3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>AW</i>	_____	<i>6/13/2012</i>
6. City Manager	<i>DE</i>	_____	<i>6-14-12</i>
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: _____

6-12-2012
Date



APPROVED AS TO FORM:

[Signature] *6/13/2012*
CITY ATTORNEY

STAFF REPORT

TITLE: Radio Communications Tower

BACKGROUND: During the design, RFP process and initial negotiations the radio communications project has been predicated on a single tower site having a tower of 250' to achieve the standard of coverage specified in the RFP and which will be guaranteed by the vendor. The single site approach was conceived based on the ability to achieve 20db in building loss when utilizing portable radios 95% of the time over 95% of the city. Additionally the vendor realized and understood the fiscal restraints of the city and made this a primary consideration.

The response to the RFP provided two options relating to the construction of the communications tower. They are:

- **Option 1** - The city contracts with a vendor to construct a 250' tower that will support city radio communications at an initial cost of \$402,489.00. After construction and acceptance of the tower the city will be the sole owner and will be responsible for annual maintenance inspections, repairs, normal maintenance and liability. The proposed tower included in this option will support city radio communications but will not structurally support the installation of additional antennas such as those utilized for wireless phone service.
- **Option 2** - The city contracts with a vendor to construct a 250' tower that will fully support city radio communications with a capacity for city growth and may be utilized by the construction/tower company to install commercial communications antennas from which they may develop a revenue stream. In return for the use of the land the city will be permitted to place communications antennas on the tower at little or no cost and will receive a deduction to the overall proposed project cost of \$353,913.00.
- **Alternate** – An alternate that has not been presented but could be requested is a proposal whereby the 250' tower would be erected and the city will have ownership and could promote commercial utilization creating a revenue stream. Implementing this alternative would make the city responsible for the management, maintenance, insurance, upkeep, inspections and liability associated with the tower as well as creating the potential for the marketing and

creation of a revenue stream. The estimated annual cost to maintain the tower is estimated at \$2,000 for routine maintenance but does not include insurance premiums. Based on information from a tower company they would market the site and charge the city 25% on any revenues generated. They would be responsible for marketing, inspecting, completion of carrier contracts and cost associated with the operations of the tower. The City would be responsible for expenses associated with insurance, tower maintenance and FAA lighting as required. It should be stressed that this is a rough estimate and many elements may impact the associated cost. A projected revenue stream is estimated at \$22,000 - \$28,000 per year in initial rent with an anticipated increase of 3% per year. Projections are 1 carrier in the initial 12 month period and a 2nd in year five.

Each of the options presents positives and negatives that must be considered as the project moves forward. Generally speaking they are:

- **Option 1** would provide a tower that would structurally support the city's radio communications with some room for city communications growth. This option satisfies the communications needs of the city and places the responsibility for maintenance, repair, upkeep, inspections and liability solely with the city with no potential for revenue production. The city may have the option to sell the tower at a later date but without the structural capability to support commercial options the sale would most likely be difficult.
- **Option 2** provides the city with a radio communications tower whereby the city has space on the tower at little or no cost in exchange for the utilizing the parcel of land and allowing the construction of the tower. The city does not have ownership of the tower and is not responsible for maintenance, inspections, upkeep and liability and will receive a reduction in the overall project cost of \$353,913.00. Should the construction/tower company desire to lease space on the tower for commercial endeavors each installation will be subject to compliance with the city's zoning ordinance, review and approval/recommendation by the Planning Commission and final review and approval by City Council.

- **Alternate** – On the surface the alternate may have some attraction but the marketing and liability coupled with the maintenance cost may create inherent obstacles. Maintenance will become a significant factor as the tower ages and if it is not maintained the marketability of space on the tower may be restricted.

SUMMARY: The project and negotiations hinge on the keystone of the communications tower. In order to progress with the project negotiations must begin in earnest in relationship to the tower. Both options will meet the needs of the city's communications system utilizing different formats. One option provides coverage and an immediate financial return while the other option insures radio communications in accordance with the design while having no immediate or long term financial return.

STAFF RECOMMENDATION: Staff is of the opinion that the most prudent and cost effective approach is to pursue specific negotiations with the construction/tower company offering to erect the tower and provide space on the tower for the city's communications needs at little to no cost to the city while they retain ownership of the tower and assume responsibility for the maintenance, upkeep and liability of the structure. Staff recognizes that Council has expressed the desire to review and consider all options associated with the communications project and respects all comments and suggestions Staff is prepared to pursue direction as identified by Council. Staff has prepared a resolution for Council's consideration that is in concert with staff recommendation whereby the tower company will retain ownership of the tower and all responsibilities associated with such.

**A RESOLUTION TO AUTHORIZE NEGOTIATIONS WITH VENDORS
RELATING TO THE CONSTRUCTION OF A RADIO TOWER TO
SUPPORT RADIO COMMUNICATIONS**

WHEREAS, the City of Winchester is embarking on the purchase and installation of a radio communications project to support internal and external communications; and

WHEREAS, interoperable radio communications is necessary to promote public safety and efficiency of service during day to day operations; and

WHEREAS, interoperability is a key component to effective operations during major emergencies and/or disasters; and

WHEREAS, the City has been presented with several options pertaining to the erection, operation and maintenance of the communications tower; and

WHEREAS, the City desires to insure the radio coverage is satisfactory for the users and meets the needs of the community; and

WHEREAS, the City is cognizant of cost and desires to meet the needs of the community in a fiscally responsible manner; and

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester, Virginia hereby authorizes negotiations to be conducted for the construction of the communications tower in accordance with Option _____ as presented to Common Council.

B-2012-46

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 6.19.2012 CUT OFF DATE: 6.13.2012

RESOLUTION X ORDINANCE PUBLIC HEARING

ITEM TITLE: Radio Tower Site Acquisition

STAFF RECOMMENDATION: Approve attached resolution permitting discussion with the Winchester School Board and the Handley Trust to obtain a site for the erection of a radio communication tower at the western terminus of Jefferson Street.



PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

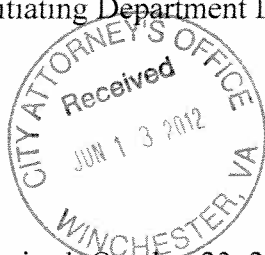
INSURANCE:

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.


<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney		_____	6/13/2012
6. City Manager		_____	6-14-12
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: _____

6-13-2012
Date



APPROVED AS TO FORM:


CITY ATTORNEY 6/13/2012

STAFF REPORT

- Title:** Radio Communications Project – Site Acquisition for erection of Radio Communications Tower
- Scope:** Obtain a site in the vicinity of the Jefferson Street Utilities site for the erection of a 250' communications tower to support the City of Winchester's radio communications.
- Background:** The design of the radio communications program for the City of Winchester specifies the erection of a 250' radio communications tower in the area of the Jefferson Street Utilities Compound. This site was selected as a result of propagation studies relating to radio coverage, elevation and the fact the city has interest in the property reducing and/or eliminating additional capital expenditures and long term lease agreements. The erection of the radio tower must take into consideration the area requirement of the site, access, fall zone and general community safety. The internal area of the Utilities Compound was and continues to be a consideration for tower site but based on area, fall zone considerations and general security an adjacent site immediately north of the compound may prove more suitable.
- The parcel immediately north of the compound site is undeveloped land, appropriately zoned for the erection of the communications tower and is owned by the Handley Trust.
- Conclusion:** Staff is requesting Council approve the attached resolution authorizing the City Manager and/or his designee to initiate discussions with the Winchester School Board, Winchester School Administration and the Handley Trust relating to the acquisition of a parcel of land to accommodate the erection of a radio communication tower of adequate height to provide the coverage specification as specified in the RFP.

RESOLUTION

A RESOLUTION TO AUTHORIZE THE CITY MANAGER OR HIS DISGNEE TO INITIATE DISCUSSIONS WITH THE WINCHESTER SCHOOL BOARD AND HANDLEY TRUST RELATING TO THE ACQUISITION OF LAND FOR THE ERECTION OF A COMMUNICATION TOWER

WHEREAS, the City of Winchester has embarked on a radio communications project to support internal and external radio communications requirements; and

WHEREAS, the design of the proposed communications program is dependent on the establishment of infrastructure including but not limited to a communications tower, base station and subscriber equipment; and

WHEREAS, the radio coverage as specified in the request for proposal is dependent on a single site communications transmit and receive site including a radio communications tower; and

WHEREAS, the proposed site of the radio tower is in the area of the terminus of Jefferson Street; and

WHEREAS, the most compatible site may be on property owned and governed by the Handley Trust; and

WHEREAS, it is desirable to initiate discussions with the Winchester School Board and the Handley Trust relating to the acquisition of a site suitable for the erection of the tower; and

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester, Virginia hereby authorizes the City Manager and/or his designee to initiate discussion with the Winchester School Board and the Handley Trust to acquire a site for the erection of the radio communication tower.

R-2012-47

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 6-19-2012 CUT OFF DATE: 6.13.2012

RESOLUTION X ORDINANCE PUBLIC HEARING

ITEM TITLE: Authorize the City Manger to execute a contract with Motorola Solutions To purchase and install a radio communications system for the City of Winchester

STAFF RECOMMENDATION: Approve attached Resolution

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: Finance Director, Mary Blowe

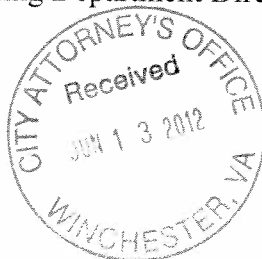
INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>MB</i>	_____	6/14/2012
6. City Manager	<i>DI</i>	_____	6-14-12
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: _____

6-13-2012
Date



APPROVED AS TO FORM:

[Signature] 6/13/2012
CITY ATTORNEY

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT WITH MOTOROLA SOLUTIONS FOR THE PURCHASE AND
INSTALLATION OF A RADIO COMMUNICATIONS SYSTEM**

WHEREAS, the City of Winchester issued a Request for Proposal for the purchase and installation of a radio communications system, and

WHEREAS, the city received a response from the Request for Proposal from Motorola Solutions for the design, purchase and installation of a radio communications system, and

WHEREAS, the submittal by Motorola Solutions meets the criteria as specified in the Request for Proposal, and

WHEREAS, Council has appropriated funds necessary for the completion of this project effective July 1, 2012; and

WHEREAS, negotiations have been initiated between representatives of the City of Winchester and Motorola Solutions, and

WHEREAS, the continuation of negotiations relating to various aspects of the project are dependent on the acceptance of a contractual agreement between Motorola Solutions and the City of Winchester, and

NOW THEREFORE, BE IT RESOLVED that the Common Council hereby authorizes the City Manager to execute a contractual agreement and all necessary documents with Motorola Solutions for the design, purchase and installation of a radio communication program effective July 1, 2012; and

BE IT FURTHER RESOLVED that the amount of the contractual agreement shall not exceed \$3,571,005.60 as specified in the proposal received from Motorola Solutions.



A Virginia Accredited Law Enforcement Agency

Timbrook Public Safety Center
231 East Piccadilly Street
Winchester, VA 22601

Telephone: (540) 545-4700
FAX: (540) 542-1314
Website: www.winchesterva.gov

**WINCHESTER POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
May 2012**

5 YEAR TREND FOR MAJOR CRIMES- May

	2008	2009	2010	2011	2012
THEFT	67	67	77	71	72
GRAND THEFT	12	18	22	11	17
MVT	2	5	3	2	3
ROBBERY	3	5	0	2	0
RAPE	1	0	1	0	0
B&E	22	15	10	13	15

5 YEAR TREND ENFORCEMENT -Enforcement for May -5 year trend

	2008	2009	2010	2011	2012
Felony Arrests	22	15	25	33	27
Misdemeanor Arrests	90	130	131	215	185
Legal Document - Felony	44	77	31	18	33
Legal Document - Misdemeanor	211	144	167	133	163
DUI Arrests	11	10	26	15	27
Incident Reports	365	344	342	322	358
Field Contacts Documented	18	18	11	53	50
Speeding - Radar	70	134	113	188	87
Speeding - Non Radar	1	0	2	1	0
Traffic Violations	234	458	417	560	247
Vehicle Crash Investigations	79	80	61	65	52
Parking Violations	67	76	155	215	102

Our annual report for 2011 can be found on our website at www.winchesterpolice.org/forms/index.html and up-to-date crime maps are available at www.crimereports.com.

Incident Types	Structure Fire	Fire Other	ALS 1	ALS 2	BLS	PT Refusal	TOTALS	Mon.% Up/Dn
Fire	5	94					99	
EMS			147	3	134	41	455	
TOT0AL Incident Types							554	+1.26%

City Property Loss vs. Property Saved	
Fire Loss	Fire Saved
\$14,550.00	\$1,713,700.00
Other Property Loss	Other Property Saved
\$24,500.00	\$38,300.00

Resuscitation Efforts	
CPR Initiated	Saved
3	1

Station Runs	Number
Friendship Fire Station 1	215
Rouses Fire Station 2	78
Shawnee Fire Station 4	179
South End Fire Station 5	235

Mutual Aid	Given	Received
	36	34

Vehicles on Incidents	Number	Average
Fire	249	2.52
EMS	802	1.76
TOTAL Vehicles	1051	1.90

Personnel on Incidents	Number	Average
Fire	503	5.08
EMS	1729	3.80
TOTAL Personnel	2232	4.03

Casualties	Number
Fire Service	0
Civilian	0

Total Training Hours Logged
223

Public Education	Number		Number	
Smoke Detectors Installed	1			
Car Seats Installed	9			
Public Education	# of Children	145	# of Adults	56

EMS Revenue Recovery
Revenue increase of 4% for this fiscal year to date

Fire and Life Safety Division	
Plan Reviews	6/\$375.36
Fire Safety inspections/follow-ups	8/8
Sprinkler/Alarm/Suppression Systems	3/1/0
Other Permit Related Inspections	0
Fire Marshal Investigations	3/Charges Pending